Non-Profit and Community Preparedness

Montgomery County
VOLUNTEER CENTER

Our mission is to mobilize people and resources to deliver creative solutions to community problems.

What makes Montgomery County great?

Commitment. Partnership. Service.

Neighbors helping neighbors to make our community the best it can be.

From the Corporate Volunteer Council of Montgomery County Handbook

Your organization is a part of the Montgomery County community. Nowhere is that more evident than during an emergency. Every non-profit organization has a responsibility to ensure that its organization and its community are prepared for an emergency. Being prepared can mean the difference between being shut down for a few days and being shut down forever.

Non-profits help themselves and their community by taking these steps in advance of an emergency:

1. Make a plan
2. Communicate your plan with your staff
3. Help Montgomery County's response efforts by offering the use of vital resources during an emergency

Responding to an emergency requires immediate, coordinated and effective response by multiple government, voluntary and private sector organizations to meet human needs and speed recovery. Non-profit organizations in Montgomery County provide crucial support in the aftermath of any emergency.

How You Can Help
The Montgomery County Volunteer Center seeks organizations willing to offer resources in an emergency. By having well-established agreements in place before an emergency occurs, the county is better able to assess and utilize the assets that are available in response to an emergency.

Non-profits have answered the call in the past by providing food, supplies and volunteers. Please join your fellow non-profit members in our effort to ensure a total community response to disasters. Fill out the form on the next page so we can begin developing an agreement that will help your organization and Montgomery County quickly recover from a disaster.

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Montgomery County Volunteer Center

Resource Donation Form

Return to Montgomery County Volunteer Center via fax at 240-777-2601 or Mail to 401 Hungerford Drive, 1st Floor Rockville, Maryland 20850
Please Direct Any Questions to Michael Goldfarb at 240-777-2621 or at Michael.Goldfarb@MontgomeryCountyMD.gov

Non-Profit Name	
Nature of Organization	
Number of Employees	
Address	
Organization Phone	
Contact Name	
Contact Phone Number	
Contact E-mail Address	
Alternate Contact Name	
Alternate Contact Number	
Alternate Contact E-mail Address	
Contact Name and Number during non-business hours	

Organization Resources Available in Case of Emergency (Please Describe):

Food	
Potable water	
Fuel	
Sleeping Space	
Bedding, Blankets and/or Cots	
Portable toilets and other sanitation supplies	
Portable generators	
Water Pumps and/or sandbags	
Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.	
Warehouse Space	
Storage Space	
Staging Area (a flat, clear place where there is enough room to conduct a rescue operation if necessary)	
Conference Rooms	
Office Space	
Parking	
Landing Space for Helicopters	
Telecommunications	
Technical Expertise	
Volunteers	
Other	

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Preparedness Tips and Resources

Make a plan

Is your organization ready for a disaster? Following are some of the important steps to make sure your organization is prepared:

- Understand the greatest threats to your organization and how they will affect your operations.
- Assess your critical needs (staff, materials, procedures, etc.) and determine how you will safeguard them during an emergency.
- Make sure you have emergency supplies including fresh water, a first aid kit, a battery operated radio, and flashlights.
- Have plans that take into account the possibility your employees may have to either shelter-in-place or evacuate.

Communicate

Once your plans are in place, it is vital that employees understand what you expect.

- Practice implementing your plan with your employees.
- Determine how your organization will communicate with employees in an emergency.
- Be aware of any employees with special needs and talk with them about any additional assistance they may require in an emergency.

Additional Resources

Many organizations offer additional resources and emergency plan templates including:

Montgomery County Volunteer Center -http://www.montgomerycountymd.gov/Volunteer
The Montgomery County Volunteer Center is willing to meet with and assist any business interested in emergency planning for their organization.

Alert Montgomery - https://alert.montgomerycountymd.gov
Alert system administered by the Montgomery County Office of Emergency Management and Homeland Security allowing them to alert you of a major crisis, emergency or severe weather event occurring in the County.

Nonprofit Coordinating Committee of New York (NPCC) -
http://www.npccny.org/info/Disaster_Planning.doc
Guide that outlines the points your organization needs to think about in order to prepare its own disaster recovery plan so that, should an interruption occur, you are able to resume operations.

Louisiana Association of Non-Profit Organizations -
http://www.lano.org/AM/Template.cfm?Section=Disaster_Preparedness2&Template=/CM/HTMLDisplay.cfm&ContentID=7304
Fact sheets, preparedness guides and links to helpful resources.

Center for Community-Based and Nonprofit Organizations at Austin Community College - http://www.austincc.edu/npo/resources/librarypages/library-business%20continuity.php
Links to helpful articles, audio files and websites

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Other Ways That You Can Partner with the Montgomery County Volunteer Center

DONATIONS HOTLINK
The Donations Hotlink provides an easy way for business to donate goods and services to non-profits with a wide variety of needs. A weekly email listing donations is sent to all registered agencies, and agencies contact donors directly to arrange pickup of items.

THE LANGUAGE BANK
The Language Bank is an online database of translators and interpreters who are on-call to county government and nonprofit agencies registered with the Volunteer Center. Nonprofit agencies, working outside the county's computer network can sign up online for a user name and password and then log in as a "registered agency" to search for the contact information for volunteers by language, times available, and whether they can do oral interpretation and/or written translation.

VOLUNTEER OPPORTUNITY CLEARINGHOUSE
The Volunteer Center hosts a searchable database of volunteer opportunities from more than 600 public and private non-profit agencies. Non-Profit organizations are able to post their volunteer opportunities for distribution to the public.

PRO BONO CONSULTANT PROGRAM
The Pro Bono consultant program allows non-profit organizations in need of volunteers with specific expertise to connect with highly skilled volunteers interested in working on specific projects. Examples of projects include creating databases, developing a financial system, or writing a marketing plan.

SPECIAL EVENTS
Seasons of Service events offer opportunities for non-profit organizations to engage a larger group of volunteers in service to the community. Events include Community Service Day (October), Martin Luther King, Jr. Day (January), Earth Day (April), and Ready to Learn (Summer).

RESOURCES AND TECHNICAL ASSISTANCE
The Montgomery County Volunteer Center provides training and technical assistance on volunteer management to nonprofit agencies as well as access to the new *Volunteer Leader* Newsletter that offers helpful information for non-profit organizations.

Partner with the Volunteer Center in Offering Resources in an Emergency and your Organization will receive the following benefits:

- Your Organization Logo will be placed on the Volunteer Center's Emergency Web Page

- Your Organization will be highlighted in outreach information/press releases that are produced to promote the resource donation program

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About Us:

We are part of Montgomery County's Office of Community Partnerships (OCP) in the Office of the County Executive. The Montgomery County Volunteer Center is an integral part of OCP's effort to strengthen the county's civic infrastructure by empowering and engaging Montgomery County's almost one million residents.

The center works across all levels of organizations to ensure that human, financial and in-kind resources are utilized effectively to better the county. The volunteer center has been devoted to engaging residents, businesses and non-profit organizations in the response to emergencies faced by Montgomery County.

Montgomery County Volunteer Center
401 Hungerford Drive, 1st Floor Rockville, Maryland 20850
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Michael Goldfarb. 240-777-2621. Michael.goldfarb@montgomerycountymd.gov

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